

F.Y.I.

INSIDE THIS ISSUE:

<i>E-mail etiquette</i>	3
<i>Staff earn awards</i>	5
<i>Alcohol screening</i>	6
<i>Promotions</i>	7

F.Y.I. is a publication of the Michigan Department of Corrections, Office of Public Information and Communications.
Editor Gail Madziar.

VOCATIONAL EDUCATION PROGRAM TEACHES MARKETABLE SKILLS TO PRISONERS

At the G. Robert Cotton Correctional Facility the vocational education program is preparing prisoners for a career in food service. Initiated in 1998, the Food Technology Program follows a one-year curriculum that teaches cooking principles along with a brief history of the industry, sanitation, tools and equipment, nutritional consideration and menu functions.

A total of 30 students attend the program with 15 in a morning class and another 15 in the afternoon. The program, however, doesn't just teach the basics, it explores gourmet recipes and five-star presentations.

"Not everyone in this program is going to go out into the community and become a chef," said Mike Smith, vocational education teacher. "But we do the fancy presentations to see if we can spark their interest and



Trades instructor Mike Smith teaches culinary techniques and job skills to prisoners

show them what else is out there."

Smith has 20 years of experience and was trained by a slew of great chefs at the Sheraton in Lansing where he learned a broad variety of skills ranging from banquet cook to executive chef. He treats the prisoners as though they were in an apprentice program.

"I don't limit what the prisoners do. I expect them to participate and I teach the same techniques we used at the Sheraton. In fact, some of our desserts are so unique that you won't find them in a restaurant."

Participants also learn how to show up for work on time and how to work with people.

CONTINUED

VOCATIONAL EDUCATION PROGRAM CONTINUED FROM PAGE 1

“Today employers are looking for enthusiasm and attitude. I try to instill that in the prisoners and get them to understand that if you don’t have a good attitude and a good work ethic, you aren’t going to have the best opportunities,” said Smith.

The program also employs tutors—prisoners who have completed the program and understand the concepts that Smith teaches. This helps develop teaching skills as well.

“We’re excited about the re-entry initiative and can really do a lot to help get the prisoners the skills they need to succeed when they parole,” said Smith. “The administration is 100 percent behind this program and we couldn’t do what we do without that support.”

The program uses the text books that are the industry standards for food service accreditation.

Prisoners learn to make soups, sauces, salads and different types of breads,

pastries and cookies. They also learn budgeting techniques and how to determine the costs of the food.

Twice each month the program puts on luncheons at the facility’s Epicurean Cafe to simulate actual restaurant experiences and provide the hands-on experience the participants will need to compete for jobs.

These luncheons are served to prison employees and visitors. The prisoners not only prepare all the meals, but act as hosts, waiters and servers.

The luncheons impress upon the students the critical constraints of time and customer demands that are encountered in restaurants. Five dollars is charged for each meal which defrays the costs and helps support the program.

“I demonstrate the cooking and then break it down into steps for them,” said Smith. “After the meal we cost it out and break it down on the chalk board.”



From left: Nancy Zang, ADW Larry Ford, RPA Barb Bock, and Warden Doug Vasbinder review the prisoners’ progress at the Epicurean Cafe.

A high school diploma or GED is a requirement for participation in the class.

Prisoners must also pass a health screen and have a history of good behavior to be accepted into the program. They must also pass their tests with 80 percent or better.

“When these prisoners graduate from this program they have a much better chance of getting a job that will actually support them and their families,” said Cotton

Correctional Facility Warden Doug Vasbinder.

A number of MDOC facilities provide food service opportunities as part of their vocational education programs.

“It is critical that everything we do in our trades classrooms provide skill-building opportunities that meet the needs of employers in the community,” added Julie DeRose, MDOC education manager.

F.Y.I.

Think before you click send

How many times do you use e-mail in a day? It's indispensable in the work place and we rely on e-mail to keep us connected with our friends and families in this global society.

While it's fast and efficient, it's important to use it appropriately and responsibly. It is also crucial to remember that e-mail is not private.

Federal court decisions have upheld that employers have a right to monitor employees' e-mail. So you want to be sure that you never use e-mail to transmit personal, sensitive or confidential information that could cause embarrassment if it were made public.

A good rule to apply

is to imagine how you would feel if the information was printed on the front page of your local newspaper. Or, imagine accidentally sending that e-mail to the director's office.

Plus you never know where your recipients will forward your e-mail or who has access to their e-mail. Many people have proxies on their mailbox allowing a secretary or co-worker to access their messages.

Not only is e-mail not confidential, it is not entirely erasable. Servers are backed up daily and your e-mail is included in that backup. And, like all work done on your office computer, e-mail is the property of the MDOC

and State of Michigan. It is equally important to always proofread your message before you send it and that includes proofreading the **To:** line as well. Many of us have experienced the panic that results after hitting that send button and realizing the wrong person's name was in the **To:** box, or worse, not realizing that it was sent erroneously until the wrong party responds.

Careful proofreading can help you avoid that situation but also remember that your GroupWise has a delete option.

If the e-mail has been sent within the department but it has not yet been opened by the recipient, you may be able to retrieve and delete it. Go to your sent

BY GAIL MADZIAR,
FYI EDITOR

items and open the e-mail. From there click on: **Actions, Delete and Delete from all mailboxes** and click **OK**.

Another good practice is to refrain from sending jokes and chain e-mails such as those with a message to send this to 10 friends and good fortune will come to you. If sending an e-mail is all it took to deliver our fortune, we would all be on a beach somewhere instead of here reading F.Y.I.

Also please do not send e-mail or attachments of a pornographic or politically incorrect nature. Not only are they inappropriate

CONTINUED

MDOC Web site offers training modules

Visit the training module located on the MDOC training Web site for more e-mail and GroupWise information. To access, click on the **Online Training** icon in your NAL window. Select **In-Service Training** and then select **Business and Professional Development** under the other menu courses.

If you have not yet completed an online course, you should first send an e-mail to mdoc-dta-distance@michigan.gov. Include your name and employee identification number. Training staff will e-mail you a login I.D. and a password usually within 24 hours. After you receive your login information, visit the training portal, login and select from the following classes. **E-mail Etiquette: Using E-mail to Communicate Successfully** or **E-mail Etiquette: Writing Effective E-mail Messages**. Two GroupWise courses that may be helpful are also offered: **Novell GroupWise 6.5 User Fundamentals** and **Novell GroupWise 6.5 Advanced User**.

For more information contact your workplace training officer or Joe Lemke (517) 334-6762 or Brian Deveraux (517) 334-8340.

F.Y.I.

THINK BEFORE YOU CLICK SEND CONTINUED FROM PAGE 3

ate in the workplace, you may offend your co-worker. Sending an e-mail to a co-worker may seem harmless enough but serious e-mail gaffes could result in lawsuits, public embarrassment or even disciplinary action. Inappropriate e-mail falls under the heading of misuse of state equipment. At the very least it could undermine your efforts to get ahead in your career.

DON'T TYPE IN ALL CAPS. IT LOOKS LIKE YOU'RE YELLING AT YOUR READERS and avoid typing in all lower case because it makes it difficult to read.

It is just as important to understand when e-mail is the best method of communication and when a phone call or face to face meeting is more appropriate. You may think you were crystal clear in your e-mail instruction but when the recipient reads it, they may be puzzled or even alarmed. These are things you would know and seek additional feedback on if you could see their face, but through e-mail you may not. Additionally never send an e-mail in anger or use it to reprimand. It's unprofessional to lose your temper in person and it's worse in print. Wait until you have calmed down. And always remember that criticism is best delivered in person.

Be sure you are sending e-mail only to those you know want or need to see it. Avoid excessive clutter and don't **reply to all** unless it is absolutely necessary. Forty people don't need to see that you said thanks to the sender. A **courtesy copy or cc:** indicates to its recipient that your message was sent to him or her for information-only purposes and that the recipient does not need to reply unless he or she wishes to do so. With a **blind courtesy copy bcc:**, recipients do not know that the e-mail has gone to others. However, it does not always mean you were not intended for the original message. If you are sending an e-mail to a large group such as with an **FYI** mailing, the standard practice is to list your own name in the **To:** box and **bcc: or blind copy** all the recipients. That way all recipients aren't listed on everyone's e-mail and it also prevents the accidental reply to all.

It is courteous to include your electronic signature at the bottom of each e-mail as well. Here's how: Go to **Tools/Options/Environment/Signature** and click the boxes that say **Signature** and **Automatically add**. Then add your contact information in the box and click **OK**. Electronic business cards are located there as well but generally they are not as convenient to the recipient.

Engage spell check but do not rely on it completely. Some of the terminology used in corrections can easily be misconstrued by spell check and the wrong word can accidentally be substituted changing the entire meaning of the message.

To add an automatic spell check: Go to **Tools/Options/Environment/General** and click on the box that says **Check spelling before send** and click **OK**.

And every once in a while, instead of hitting send, get up, walk down the hall and deliver your message in person.

F.Y.I.

C/O Yolanda Bush earns Citizenship Award



From left: C/O Bush and Regional Prison Administrator Barbara Bock.

C/O Yolanda Bush, Cooper Street Correctional Facility, received the department's Citizenship Award for offering assistance to a victim of a fatal auto accident. C/O Bush initiated first aid and performed CPR until medical staff arrived.

C/O Bush has been with the department for nine years.

"As a department we have staff that are not only highly trained but are more than willing to help their communities and families in times of crisis," said Warden Bruce Curtis. "C/O Bush is an excellent example of that training and commitment."

F.Y.I.

Marquette Branch Prison staff earn awards



From left: Lt. Bill Fleury, Sgt. John Mayotte, RPA James MacMeekin, RUO Ray Champion and Lt. Al Wright

Two staff members at Marquette Branch Prison were recently presented the Department's Lifesaving Award and the Meritorious Service Award.

RUO Ray Champion received the Department's Lifesaving Award for his actions taken while observing the evening meal lines. He observed a prisoner choking and unable to breathe.

RUO Champion administered the Heimlich maneuver until the obstruction was dislodged, and the prisoner began to breathe. Medical staff indicated that the prisoner would soon have gone into respiratory distress, followed by cardiac failure, had it not been for the quick actions of RUO Champion.

Sgt. John Mayotte received the Department's Meritorious Service award for his involvement with the department's mobilization team.

Sgt. Mayotte updated the mobilization critique sheets and audit elements, and developed a tracking instrument for emergency preparedness progress. These updates will help ensure that all facilities are prepared in the event of a real emergency.

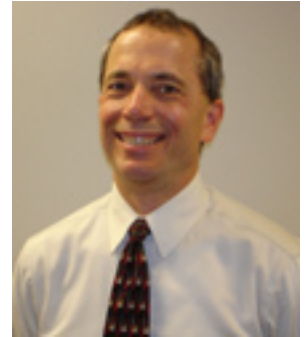
F.Y.I.

National Alcohol Screening Day is Thursday, April 6, 2006

By David Ware
Employee Service Program

Fridays have long been hailed as TGIF! (Thank Goodness It's Friday.) They are looked at as a time to celebrate after work with a *cold one* at the nearby favorite hang-out, or a time to kick back in a favorite recliner with a chilled glass of wine—all in the spirit of celebrating a hard week's work. The consumption of alcohol has become an almost expected tradition at sporting events, family gatherings, celebrations, social events and even back-yard barbeques.

National Alcohol Screening Day (NASD) is acknowledged one day a year for the purpose of drawing the public's attention to the growing use and abuse of alcohol consumption by both genders across all ages and ethnic backgrounds. The goal of NASD is to educate and inform the public of the concerns, negative impacts and dangers of alcohol consumption. NASD offers resources to individuals on where to obtain further information, telephone and computer online screenings and confidential counseling.



DAVID WARE

Alcohol is a drug and, unknown to many, acts as a depressant. Consumed alcohol affects every part of the body and individuals react differently to its effects. Depending on the amount consumed, it can make a person feel comfortable or aggressive which can result in conflicts. It can lower inhibitions and cause a person to act in a manner that is not normally part of their personality. Unfortunately, about 14 million Americans currently experience significant difficulties as a result of their use of alcohol; including arrests, conflicts with loved ones, financial difficulties, job problems and medical complications.

- Should you be concerned about your drinking or that of a loved one?
- What does moderate drinking mean?
- Are you aware of the affects alcohol has on the body and mind?

Since 2000, the Employee Service Program has sponsored a free, anonymous and confidential alcohol screening program for State of Michigan employees who may have questions on the use and abuse of alcohol.

Over the past five years, almost 2000 employees have completed a screening, either by calling toll-free 1-800-887-5676 (available 24 hours seven days a week), or going online at www.michigan.gov/esp and clicking on **Interactive Screening Program** (keyword: espmi).

For additional information or if you would like to schedule a free confidential session with an Employee Service Program counselor, please call 373-7630 or 1-800-521-1377, Monday through Friday, 8 a.m. to 5 p.m.

MDOC PROMOTIONS

January 15, 2006

FOX CHRISTOPHER L	ASSISTANT RESIDENT UNIT SUPV-1	BELLAMY CREEK
GOLSON MONA L	ASSISTANT RESIDENT UNIT SUPV-1	MOUND FACILITY
WALCZAK MICHAEL R	ASSISTANT RESIDENT UNIT SUPV-1	BELLAMY CREEK
BEAUMONT BRIAN K	CORRECTIONS SHIFT SUPV-1	LAKELAND
BRADFORD ROBBIE J	CORRECTIONS SHIFT SUPV-1	DEERFIELD
BUTLER TODD	CORRECTIONS SHIFT SUPV-1	RIVERSIDE FACILITY
GRAY RYAN R	CORRECTIONS SHIFT SUPV-1	LAKELAND
HERCHUEE CYNTHIA A	CORRECTIONS SHIFT SUPV-1	LAKELAND
LEE TIMOTHY A	CORRECTIONS SHIFT SUPV-1	ALGER MAX
NOWACKI ROBERT M	CORRECTIONS SHIFT SUPV-1	ALGER MAX
PATRICK AARON	CORRECTIONS SHIFT SUPV-1	RIVERSIDE FACILITY
TENUTA II ROBERT E	CORRECTIONS SHIFT SUPV-1	ALGER MAX SECURITY COR
COOK MICHAEL D	CORRECTIONS SHIFT SUPV-2	HANDLON
WRIGHT ALAN W	CORRECTIONS SHIFT SUPV-3	MARQUETTE
WATTS-GEORGE LADEAN	DEPARTMENTAL ANALYST TRAINEE-E	CENTRAL OFFICE
SPRAGUE SUSAN	DEPARTMENTAL SUPERVISOR-3	PINE RIVER
WILSON DEBRA J	DEPARTMENTAL SUPERVISOR-3	MID-MICHIGAN
CONLEY JAMES	DEPARTMENTAL TECHNICIAN-E	CHIPPEWA
MEYERS ELLEN	DEPARTMENTAL TECHNICIAN-E	HANDLON
TALCOTT ANITA M	FINANCIAL SPECIALIST-2	CENTRAL OFFICE
NEWELL CHARLES E	POWER PLANT OPERATOR-A	KINROSS/HIAWATHA
TOENSING FRED A	POWER PLANT OPERATOR-A	CHIPPEWA
TRULY VICKIE L	RESIDENT UNIT MANAGER-2	MOUND FACILITY
BLAIN TIMMY	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
CORRIN LAURALIE I	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
KING JAMES S	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
MORTENSEN CHAD A	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
NEWVILLE PAUL L	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
PIAZZA RICHARD C	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
REPPERT SCOTT T	RESIDENT UNIT OFFICER-E	LAKELAND
STAHL JASON A	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
THOMPSON CHARLES F	RESIDENT UNIT OFFICER-E	MID-MICHIGAN
WROBEL WILLIAM J	RESIDENT UNIT OFFICER-E	LAKELAND
CARRION KAREN L	WORD PROCESSING ASSISTANT-E	CRANE FACILITY

January 29, 2006

BECHER RONALD G	CORRECTIONS OFFICER-E	BELLAMY CREEK
BRADFORD DEREK E	CORRECTIONS OFFICER-E	BELLAMY CREEK
BRYDIE LAMESHA L	CORRECTIONS OFFICER-E	RYAN
DEVRIES MICHAEL K	CORRECTIONS OFFICER-E	RIVERSIDE
GARRETT CANDICE M	CORRECTIONS OFFICER-E	BELLAMY CREEK
GILBERT SCOTT M	CORRECTIONS OFFICER-E	BELLAMY CREEK
HELMS WILLIAM D	CORRECTIONS OFFICER-E	BELLAMY CREEK FACILITY
JEWETT KEVIN M	CORRECTIONS OFFICER-E	RIVERSIDE FACILITY
LINDGREN KELLY R	CORRECTIONS OFFICER-E	BELLAMY CREEK FACILITY

MDOC PROMOTIONS CONTINUED FROM PAGE 7

MYERS DOUGLAS B	CORRECTIONS OFFICER-E	RIVERSIDE FACILITY
RAYMOND BRIAN D	CORRECTIONS OFFICER-E	RIVERSIDE FACILITY
SUTTEN HERBERT R	CORRECTIONS OFFICER-E	BELLAMY CREEK FACILITY
THOMPSON RACHEL M	CORRECTIONS OFFICER-E	BELLAMY CREEK FACILITY
TRACY AMY M	CORRECTIONS OFFICER-E	BELLAMY CREEK FACILITY
BOSTAIN BRADY O	CORRECTIONS RESIDENT REP	COOPER STREET FACILITY
BENNETT GEORGE M	CORRECTIONS SHIFT SUPV-1	CHIPPEWA
BUSH JEREMY I	CORRECTIONS SHIFT SUPV-1	SOUTHERN MICHIGAN
DOCKINS RANDY B	CORRECTIONS SHIFT SUPV-1	BROOKS
EBY CRYSTAL D	CORRECTIONS SHIFT SUPV-1	CHIPPEWA
HOWARD JEREMY F	CORRECTIONS SHIFT SUPV-1	SOUTHERN MICHIGAN
KEIM JOHN A	CORRECTIONS SHIFT SUPV-1	KINROSS
LABELLE JEREMY B	CORRECTIONS SHIFT SUPV-1	COOPER STREET
MCLEAN STEVEN G	CORRECTIONS SHIFT SUPV-1	KINROSS
PETERS JOHNNY A	CORRECTIONS SHIFT SUPV-1	KINROSS
PLICHTA JAMES A	CORRECTIONS SHIFT SUPV-1	BROOKS
WESTERLUND TERRI L	CORRECTIONS SHIFT SUPV-1	BROOKS
ALTOFT THOMAS R	CORRECTIONS SHIFT SUPV-2	CHIPPEWA
BROWN MICHAEL G	CORRECTIONS SHIFT SUPV-2	CHIPPEWA
HUBBLE ANDY D	CORRECTIONS SHIFT SUPV-2	NEWBERRY FACILITY
PANT TIMOTHY	CORRECTIONS SHIFT SUPV-3	OAKS FACILITY
STOREY MARK M	CORRECTIONS TRNSPRTATN OFCR-E	KINROSS
BUNCE KATHLEEN M	DEPARTMENTAL TECHNICIAN-E	RIVERSIDE FACILITY
BECKER KAREN K	RESIDENT UNIT OFFICER-E	OAKS FACILITY
BODEKER ANTHONY P	RESIDENT UNIT OFFICER-E	STANDISH MAXIMUM
FORBES DEBORAH L	RESIDENT UNIT OFFICER-E	STANDISH MAXIMUM
JANOWIAK BRUCE	RESIDENT UNIT OFFICER-E	OAKS FACILITY
PINKERTON DANIEL	RESIDENT UNIT OFFICER-E	OAKS FACILITY
MORRIS JENNIFER L	SECRETARY-A	FOA REGION II
KOSTKA STEPHANIE J	WORD PROCESSING ASSISTANT-A	FOA REGION II
PORUBSKY CARMEN E	WORD PROCESSING ASSISTANT-E	MID-MICHIGAN
January 30, 2006		
STINSON RUTH A	DEPARTMENTAL TECHNICIAN-E	MUSKEGON
Februaruy 12, 2006		
GILKIE GERALD	ASSISTANT RESIDENT UNIT SUPV-1	HANDLON
SAVOIE CARL D	BUILDING TRADES CREW LEADER	KINROSS
LUCAS AMY D	CORRECTIONS OFFICER-E	SCOTT
ARWOOD DANIEL T	CORRECTIONS SHIFT SUPV-1	IONIA MAXIMUM
BARBER MELISSA A	CORRECTIONS SHIFT SUPV-1	IONIA MAXIMUM
CASSEL DENNIS J	CORRECTIONS SHIFT SUPV-1	IONIA MAXIMUM
DAVIS WILLIE S	CORRECTIONS SHIFT SUPV-1	CARSON CITY
SMITH ERIC R	CORRECTIONS SHIFT SUPV-1	IONIA MAXIMUM
SATTERLEE WAYNE A	CORRECTIONS SHIFT SUPV-2	RIVERSIDE FACILITY
BECKLEY GREGORY L	CORRECTIONS SHIFT SUPV-3	MID-MICHIGAN
GRIGSBY HENRY D	PAROLE/PROBATION OFFICER-E	FOA REGION I

MDOC PROMOTIONS CONTINUED FROM PAGE 8

HEATH PATRICK J	PAROLE/PROBATION OFFICER-E	FOA REGION I
IRWIN LIBERTY S	PERSONNEL MANAGEMENT ASST-E	CENTRAL OFFICE
COLLEY DONNA M	PERSONNEL MGT ANALYST TR-E FZN	CENTRAL OFFICE
KEIFFER GARY L	PHYSICAL PLANT SUPERVISOR-2	CARSON CITY
BRAMAN MELINDA K	RESIDENT UNIT MANAGER-2	RIVERSIDE FACILITY
ST ONGE DAVID P	RESIDENT UNIT MANAGER-2	KINROSS
DAVIS VONCHA	RESIDENT UNIT OFFICER-E	SCOTT FACILITY
DEATON MICHAEL	RESIDENT UNIT OFFICER-E	MACOMB FACILITY
LACY JERELYN	RESIDENT UNIT OFFICER-E	MACOMB FACILITY
WHITFIELD JULIE A	RESIDENT UNIT OFFICER-E	MACOMB FACILITY
ERICKSON KIM E	SECRETARY-A	KINROSS
KLINESMITH NANCY S	SECRETARY-A	IONIA MAXIMUM
MCCOLLUM CATHLEEN S	SECRETARY-A	MID-MICHIGAN
HOWARD DUNCAN P	STATE DIVISION ADMINISTRATOR	CENTRAL OFFICE
BARBOUR ANDREW M	STATE TRANSITIONAL PROFSNL-E	FOA REGION I
HAZARD TIFFANY G	ACCOUNTING ASSISTANT-E	CENTRAL OFFICE
February 26, 2006		
SIMI RICHARD C	CORRECTIONS OFFICER-E	NEWBERRY FACILITY
GOODIN THOMAS J	CORRECTIONS SHIFT SUPV-1	SOUTHERN MICHIGAN
STALEY SAM L	CORRECTIONS SHIFT SUPV-1	PINE RIVER FACILITY
WEIDMAN TANYA A	CORRECTIONS SHIFT SUPV-1	STANDISH MAXIMUM
TATTON LAWRENCE N	CORRECTIONS SHIFT SUPV-2	RYAN FACILITY
GRENIER CARLA J	DEPARTMENTAL SUPERVISOR-3	KINROSS
WORRELL REBECCA K	DEPARTMENTAL SUPERVISOR-3	THUMB FACILITY
YOUNG CATHY J	DEPARTMENTAL SUPERVISOR-3	KINROSS
WILBUR CHRISTINE L	DEPARTMENTAL TECHNICIAN-E	BROOKS
WALKER CARY S	DEPUTY PRISON WARDEN-3	STANDISH MAXIMUM
AHTI LINDA L	EXECUTIVE SECRETARY-E	CENTRAL OFFICE
WILLIAMS LARRY F	INDUSTRIES SUPERVISOR-3	MICHIGAN STATE INDUSTRIES
ADAMS-GIST LILLIAN Y	PAROLE/PROBATION OFFICER-E	FOA REGION I
BOWERSON RAYMOND R	RESIDENT UNIT MANAGER-2	STANDISH MAXIMUM
AHOLA KARL A	RESIDENT UNIT OFFICER-E	BARAGA FACILITY
DELENE THOMAS A	RESIDENT UNIT OFFICER-E	BARAGA FACILITY
DIMARTINO PAUL J	RESIDENT UNIT OFFICER-E	CHIPPEWA
KOBEN GARY E	RESIDENT UNIT OFFICER-E	CHIPPEWA
LARSON KEVIN R	RESIDENT UNIT OFFICER-E	CHIPPEWA
MARTTI JON D	RESIDENT UNIT OFFICER-E	BARAGA FACILITY
PANCHERI JAMIE J	RESIDENT UNIT OFFICER-E	BARAGA FACILITY
RIEDEL ROBERT D	RESIDENT UNIT OFFICER-E	NEWBERRY FACILITY
SCOTT A J	RESIDENT UNIT OFFICER-E	CHIPPEWA
SELICK CHRISTINE M	RESIDENT UNIT OFFICER-E	CHIPPEWA
TRUESDELL KENNETH L	RESIDENT UNIT OFFICER-E	BARAGA FACILITY
KIKENDALL KATHLEEN A	SENIOR EXEC MGT ASST-3	CENTRAL OFFICE
SIGNS RHONDA L	STATE TRANSITIONAL PROFSNL-E	FOA REGION III